

Notice to Vendors

Pursuant to the implementation of the new law as set forth in the

Texas Local Government Code Chapter 176

Any company wishing to do business with the City of Amarillo must fill out the attached forms completely and return them with each bid or the original vendor application.

This is a mandatory legal process and failure to return the completed forms with your bid or original vendor application will force us to deem your bid as unresponsive or your application as invalid.

You must disclose any family, employment or business relationships with any of the below listed officers or any gifts provided to them (other food, lodging, transportation, or entertainment accepted as a guest) with an aggregate value of more than \$250 to the officer (or family member) in the previous 12 months. Covered transactions include services or property.

Debra McCartt...Mayor
Madison Scott...City Commissioner Place 1
Brian J. Eades...City Commissioner Place 2
Ronald Boyd.....City Commissioner Place 3
Jim Simms.....City Commissioner Place 4

Alan Taylor...City Manager
Jarrett Atkinson.....Asst. City Manager



**CITY OF AMARILLO, TEXAS
PURCHASING DEPARTMENT**

**VENDOR APPLICATION
(PLEASE TYPE OR PRINT CLEARLY)**

MAIL ALL INVOICES TO: CITY OF AMARILLO
PURCHASING DEPARTMENT
P O BOX 1971
AMARILLO TX 79105-1971

_____ NEW APPLICATION

_____ REVISED INFORMATION

APPLICATION MUST BE FILLED OUT COMPLETELY

COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
CONTACT PERSON _____ TITLE _____
E-MAIL ADDRESS _____

REMIT ADDRESS:

COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
ACCOUNT PAYABLE CONTACT _____ PAYMENT TERMS _____

IF YOU WOULD LIKE TO SIGN UP TO HAVE ALL FUTURE PAYMENTS MADE BY DIRECT DEPOSIT PLEASE GO
TO LINK AND FOLLOW DIRECTIONS TO ENROLL.
[HTTP://PORTAL.PAYMODE.COM/CITYOFAMARILLOTEXAS/](http://portal.paymode.com/cityofamarillotexas/)

PLEASE CHECK PREFERRED METHOD OF PAYMENT _____ CHECK _____ DIRECT DEPOSIT _____ EPAY

THIS APPLICATION IS FOR _____ SERVICES _____ COMMODITY PURCHASES _____ BOTH

TELEPHONE NUMBER _____ TOLL-FREE NUMBER _____ FAX NUMBER _____
(____)_____-____ (____)_____-____ (____)_____-____

Form W-9 is available at the Internal Revenue Service Website. www.irs.gov

A completed W-9 is required at time of submitting application

YOU MUST LIST THE COMMODITIES, OR SERVICES THAT YOU WISH TO BE PLACED ON THE BIDDERS LIST FOR APPLICATIONS. WITHOUT THIS INFORMATION IT WILL NOT BE ACCEPTED. PLEASE INCLUDE THE NIGP CODES FOR THE ITEMS. YOU CAN FIND THE NIGP CODES ON : WWW.WINDOW.STATE.TX.US/PROCUREMENT/ WE REQUIRE A MINIMUM OF FIVE (5) DIGITS.

Entries for Historically Underutilized Business (HUB) (Check all applicable boxes):

____ I am a certified Historically Underutilized Business (HUB)

Is your company at least 51% owned, controlled and actively managed by:

____ Hispanic American

____ Black American

____ Eskimo, Aleut & Native Hawaiian

____ Asian Pacific American (Includes Oriental)

____ Women/women

____ Native American (Includes American Indian)

____ Certified by Texas Department of Commerce

____ Other (Please List) _____

AFFIDAVIT

“The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of the above named firm as well as the ownership thereof. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements.”

Signature

Date

Printed Name

Title